



TRACS Glossary of Terms

This document contains a glossary of TRACS terms, acronyms and definitions organized alphabetically. The glossary is available online on the TRACS Knowledge Management Site (KMS) here: <https://tracs.fws.gov/learning/mod/glossary/view.php?id=38>.

A

Acquisition

Acquisition means the voluntary purchase, donation, or transfer of any or all of a real property interest by means of a written deed, easement, lease assignment, or other legal instrument (this definition is from <http://www.fws.gov/birdhabitat/Grants/files/USGrantStandards.pdf>).

Action

An intervention undertaken by a project team to reduce threats, capitalize on opportunities, or restore natural species and ecosystems (equivalent to a "strategy" in the CMP Open Standards). An action is user defined and is represented spatially by polygon(s) on the TRACS mapper. Projects contain one or more actions; actions are used as the reporting mechanism for grants. Actions are described by Category, Strategy and sometimes Activity.

Activity

A specific descriptor of an action used for very specific reporting needs. This level of detail is optional with some exceptions. For those programs for which this level of detail is required, outputs are also required. Estimated costs are optional at this level.

Amendment

A formal amendment to an approved project statement that documents any changes in the project's length, scope and/or estimated costs. The amendment must be entered into <http://www.grants.gov>. In order to enter an amendment into TRACS, select the approved statement and create a "New Draft". Make any necessary changes to the new draft before submitting it for approval.

Approach

A description of the methods used to achieve the stated objectives. Methods within the approach would typically be translated to actions in TRACS.

B

Bailey Ecoregions

Acquisition means the voluntary purchase, donation, or transfer of any or all of a real property interest by means of a written deed, easement, lease assignment, or other legal instrument (this definition is from <http://www.fws.gov/birdhabitat/Grants/files/USGrantStandards.pdf>).



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Basemap

A map depicting background reference information such as landforms, roads, landmarks, and political boundaries, onto which other thematic information is placed. A basemap is used for locational reference and often includes a geodetic control network as part of its structure.

Bing Map

The Bing Map from Microsoft is used by ArcGIS software and the TRACS application. The Bing Hybrid Map is the default basemap in TRACS, which combines the aerial map and road map features.

Boating Infrastructure Grant Program (BIG)

BIG is an acronym for the Boating Infrastructure Grant Program. More information available here: <http://wsfrprograms.fws.gov/Subpages/GrantPrograms/BIG/BIG.htm>.

Bookmarks

A TRACS map tool that enables a user to quickly access to frequently used geographic locations.

Bundle

A collection of projects and/or actions rolled up together in a package for submittal to WSFR for approval (e.g., projects consolidated into an application bundle or actions consolidated into a performance report).

C

Category

A category is a generic descriptor that determines the type of action. This is a pick list in TRACS. Estimated costs are required at this level. Category is used as a basis for aggregating like actions for reporting purposes within and across states.

Conservation Viewer

The Conservation Viewer is the public platform of the TRACS application. Non-sensitive data from TRACS is released to the Conservation Viewer via web services and made available in a variety of formats, including reports, maps, and summary reports.

Converted Data

Data from legacy systems or remote databases that has been translated into a structure that is compatible with TRACS.



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D

Data Ingestion

The process of consuming data from remote systems in a format that is compatible with TRACS.

E

Effectiveness Measure

Indicator used by the State Wildlife Grant program to assess whether a given conservation action is leading to its desired objectives and ultimate impacts.

Environmental System Research Institute (ESRI)

Environmental System Research Institute (ESRI) provides maps from ArcGIS with satellite, street, topographical and shaded relief basemap layers.

Estimated Cost

Estimated cost information provides financial context to projects defined in TRACS. WSFR Grant Specialists must determine if the project is cost effective by weighing if the project is substantial in character and design. Additionally, a wide variety of stakeholders, including legislators, sporting industry representatives, non-governmental organizations, sportspersons and other members of the general public, are interested in knowing how WSFR grant funds are spent at a level more specific than grant level as in FBMS. In TRACS, estimated cost information is required on the Funding Source tab of the Project Statement form and at the Action Category level in the Estimated Cost Form.

Expected Results

Description of the expected effects of the completed project on people or resources.

F

Feature

A feature is any collection of real-world objects that share certain characteristics. In mapping terms, a **feature class** is the type of feature (e.g. river, county, project) while a **feature** is a specific object (e.g. Colorado River).

Feature Editor

A TRACS tool that allows users to create and edit plan, project, and action shapes.

Feature Explorer

A TRACS tool that allows users to view, create, and edit plan, project and action attributes such as properties, cost, objectives, and attachments.



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Feature Frame

When a feature is selected on the TRACS (left mouse click) map, the feature frame is the box that appears around the feature. The feature frame menu can be used to select a shape for a plan, project or action or to edit feature data.

Feature Search

A TRACS tool that allows users to search for a plan, project, or action.

Filter

Filters are used to specify the specific project data the user would like the view on the map, such as "All Active Projects in My Group" or custom built filters.

Financial and Business Management System (FBMS)

The Financial and Business Management System (FBMS) is the Department of Interior enterprise financial system implemented and rolled out to all Department Bureaus. The core system is mySAP, with complementary packages (e.g., PRISM,) and interfaces to other systems (e.g., Treasury's ASAP).

Funding Source

The Funding Source represents the total approved federal cost of a grant that consists of one or more Projects in TRACS. Associating a grant funding source to a project statement in TRACS is a WSFR-only function. States do not need to perform this step.

G

Geographic Information Network of Alaska (GINA) Best Data Layer (BDL)

Geographic Information Network of Alaska (GINA) Best Data Layer (BDL) is a mapping system specific to the State of Alaska that was developed by the University of Alaska

Geographic Information System (GIS)

A Geographic Information System (GIS) is a computer system capable of capturing, storing, analyzing, and displaying geographically referenced information, that is, data identified according to location. Practitioners also define a GIS as including the procedures, operating personnel, and spatial data that go into the system (270 FW8).

Geopicker Tool

Allows users to select a pre-existing **shared shape** (e.g. county, state, congressional district, or watershed boundary).

Geospatial Data

Information that identifies the specific location and characteristics of natural or constructed features as well as boundaries on the earth.



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Grant

A grant is an award of financial assistance made by the Federal Government to an eligible grantee to carry out one or more approved projects.

Grantee

The State agency or other organization to which a grant is awarded and which is accountable for the use of Federal funds.

Grantor

The federal agency awarding the grant.

Guided Process Tool (GPT)

The Guided Process Tool (GPT) allows users to follow a step-by-step process to enter information into TRACS.

I

Indicator

A method of measuring the desired future state of an objective. TRACS uses indicators to assess whether a given conservation action is leading to a desired objective and ultimate impact. Indicators may be created using **standard outputs** (i.e. measurable by action outputs) or **custom outputs** (i.e. measurable only by the end user via periodic progress reports).

Interim Measure

Interim Measures can be used to monitor progress towards a multi-year Action. These are not required but may be useful if there are multiple steps that need to happen before the Action can be reported on. Let's use land acquisition as an example. One of your Actions is to acquire one parcel of 100 acres of land adjacent to an existing wildlife area. The indicator for this Action is number of acres acquired. However, it will likely take multiple years to complete the transaction. To show progress towards that multi-year Action, you may include interim measures such as: a land survey was completed and approval from local community board. These interim measures would show that you are making progress towards the acquisition of the 100 acres, whereas if you reported only on the Action indicator it would show no progress had been made because no acres were acquired.

L

Lands Data

Lands Data is information about land acquisition and land or other property rights. A grantee must track all lands that are acquired using federal assistance funding or lands used as match for federal assistance funding. This inventory is required to be housed in TRACS as it is the repository for WSFR land records.



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Layers

Additional spatial datasets that are superimposed onto a base map. Layers refer to information that can be overlaid onto the map, an example are the blue TRACS project points seen on the mapper by default.

Legacy Data

Legacy data is project information from the decommissioned Federal Aid Information Management System (FAIMS) that has been imported into TRACS. Note that the format of FAIMS data will appear differently in TRACS due to differences in how the application is structured.

Location Search

The Location Search bar in TRACS allows users to search by address or coordinates. Selecting the globe icon allows users to enter more detailed search criteria by U.S. Address, Latitude/Longitude, UTM or PLSS.

M

Map

A graphical representation of the spatial relationships of entities within an area.

Map Legend

Allows users to understand the meaning of symbols for all visible features on a map (e.g. figures, shapes, lines and places).

N

Narrative Objective

A qualitative description of grant objectives, which is not as useful as an automated path for measuring performance. Narrative objectives would be a fallback option when progress is difficult to quantify (e.g. a project to coordinate grant work).

Need Statement

A statement that describes a specific problem and cites research or data to support the description.

Need/Threat

The lack of something that is wanted or critical as it relates to a specific resource (need), or a negative force or pressure acting upon a specific resource and requiring a specific response (threat).

O

Objective

The desired outputs of a project that are specific and can be measured quantitatively or qualitatively.



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Objectives directly address a need and establish benchmarks required to demonstrate that the need has been met. Objectives may be created as SMART Objectives or Narrative Objectives.

Output Measure

A measurement (metric) of accomplishment quantifying the amount of work, activity, or production can be rolled up across projects/actions and states. Stream restoration provides a good example of the need for standardization. If stream miles are recorded in one state and acres of riparian habitat are recorded in another, then the total restoration output across both states cannot be determined. Custom outputs are those indicators that are either more qualitative than standard outputs or are very specialized and applicable to only a particular project.

P

Parent/Child Projects

Projects that have a hierarchical (parent/child) relationship where the parent project has a broader scope and could have several child projects with narrower scopes. Project outputs can be rolled up to the parent project level.

Peer/Peer Projects

Projects that have a linear (peer/peer) relationship. Project outputs cannot be rolled up to the peer project level.

Personally Identifiable Information (PII)

Any information about an individual maintained by an agency, including, but not limited to education, financial transactions, medical history, criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, data and place of birth, mother's maiden name, bio-metric records, etc, including any other personal information which is linked or link-able to an individual. **Any documents containing Personally Identifiable Information (PII) should NOT be uploaded to TRACS.** Either PII information should be redacted, if it is to be stored in TRACS, or the sensitive documents should be stored as hard copy in the permanent administrative record.

Plan

A defined and accepted strategy for achieving specific goals within a defined geographic region. Plans are optional in TRACS, but they are helpful to show linkages between work and strategic planning efforts.

Polygon

A flat shape consisting of straight lines that are joined to define the borders of a project.

Program Income

Revenue received by the grantee or sub grantee from activities directly supported by a grant during the open grant period.

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Project

A set of actions that are performed by a team of practitioners to achieve specific goals and objectives and are characterized in TRACS within a user defined spatial boundary.

Project Description

A short publically-viewable narrative or abstract that summarizes the project's purpose, benefits, approach, and impacts.

Public Land Survey System (PLSS)

The Public Land Survey System (PLSS) is a way of subdividing and describing land in the United States. All lands in the public domain are subject to subdivision by this rectangular system of surveys, which is regulated by the U.S. Department of the Interior, Bureau of Land Management (BLM). It encompasses major portions of the land area of 30 southern and western States. The PLSS typically divides land into 6-mile-square townships, which is the level of information included in the National Atlas. Townships are subdivided into 36 one-mile-square sections. Sections can be further subdivided into quarter sections, quarter-quarter sections, or irregular government lots.

Purpose/Target

The desired outcome of a project in general or abstract terms. If a Project is focused on a particular species, group of species or habitat type, then Purpose/Target should be entered. This path will allow species and/or habitat data to be entered. Otherwise users should choose Need/Threat as the route to enter objectives.

R

Results

A short publically-viewable narrative in TRACS that summarizes accomplishments of actions completed to fulfill project objectives.

S

Scope Deviations

A change that occurs when the project is underway (active) and is either expected or unexpected. This change may result in desired actions that were intended to occur not happening, or actions that were not intended to occur happening.

Shapefile

A shapefile is a digital file created using GIS software (such as ArcGIS) that stores the geo-spatial attributes of a specific location using coordinates and other GIS data.



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Shapefile Import Tool

The shapefile import tool allows users to create Plan, Project, or Action boundaries from data produced by GIS tools and external mapping software (such as Arc Map). The shapefile import tool accepts all local coordinate systems (NAD27, NAD83, WGS84). The import tool requires a zip file that contains standard shape file extensions. Shapefiles that are too complex or too large may not load correctly.

SMART Objective

An objective that is Specific, Measurable, Achievable, Relevant and Time bound, and directly addresses a need, with established benchmarks required to demonstrate the need has been met. TRACS users may follow an automated path to develop these objectives directly in the TRACS system, or they may write narrative objectives following the SMART acronym.

State Wildlife Grant Program (SWG)

State Wildlife Grant Program (SWG) information can be found here:

<http://wsfrprograms.fws.gov/Subpages/GrantPrograms/SWG/SWG.htm>

Strategy

A specific descriptor that can be used to generate more specific aggregations for reporting purposes within and across states. This is a pick list in TRACS. Estimated costs are options at this level; output measures are required.

T

Timeline

An estimated schedule of significant milestones in completing a project.

Topology

The study of a particular place and how features interrelate. Topology rules indicate spatial relationships that enforce features (i.e. "all actions must take place in the boundaries of a project").

Tracking and Reporting Actions for Conservation of Species (TRACS)

Tracking and Reporting Actions for Conservation of Species (TRACS) is a geospatial tracking, reporting and decision-support tool that demonstrates the effectiveness of grants administered by the Wildlife and Sport Fish Restoration (WSFR) Program of the U.S. Fish and Wildlife Service (FWS).

U

Universal Transverse Mercator (UTM)

The Universal Transverse Mercator (UTM) Grid System divides the earth into 60 zones, running north and south, each 6° wide. Each zone is numbered, beginning with zone 1 at the 180th meridian near the International Date Line, with zone numbers increasing to the east. Most of the United States is included in Zones 10 through 19, as shown below. On a map, each zone is flattened, and a square grid is superimposed upon it. Any point in the zone may be referred to by citing its zone number, its distance in



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meters from the equator ("northing"), and its distance in meters from a north-south reference line ("easting"). These three figures-the zone number, easting, and northing-make up the complete UTM Grid Reference for any point, and distinguish it from any point on earth.

Useful Life

The period of time during which federally funded facilities, equipment or capital improvements are capable of fulfilling their intended purpose with adequate, routine maintenance.

User Group

A group is a collection of users assigned to a specific agency or regional office. By default, TRACS has top- level groups that correspond to state and federal agencies.

User Role

A role is the permission associated with a particular user function or operation. In TRACS, the user role determines the access the user will have to edit, review or approve system outputs. The User Administrator role is the only role authorized to manage user access requests.

V

Vertices

Polygon points at the intersection of line segments; multiple points are called vertices or corners. A single vertex can be used as a handle to move and adjust a polygon's lines.

W

Wildlife and Sport Fish Restoration Program (WSFR)

The U.S. Fish & Wildlife Service, Wildlife and Sport Fish Restoration Program (WSFR) works with states, insular areas and the District of Columbia to conserve, protect, and enhance fish, wildlife, their habitats, and the hunting, sport fishing and recreational boating opportunities they provide. More information available here: <http://wsfrprograms.fws.gov/Subpages/AboutUs/AboutUs1.htm>

Workflow

A set of assigned tasks carried out in TRACS to achieve a certain goal, such as the approving a project or preparing of a performance report.